

Reliance Collaboration Portal User Guide

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illumina®

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etq
ETQ Reliance™

Username

Password

Log in

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[Anonymous Login](#)

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etq ETQ is the leading provider of quality, EHS and compliance management software that's trusted by the world's strongest companies. ETQ Reliance offers built-in best practices and powerful flexibility to drive business excellence through quality.

Logging In



Logging in for the first time

The link to RCP is provided in your Welcome to Illumina Supplier Portal email.

1. Click the link provided in the email.
2. Select Forgot Password.
3. In the Rest Password email, click the link provided.
4. Define your password.
5. Define your language preference and time zone.
6. You are logged in!

Finding your Assignments



Once logged in, you will find your assignments in the portal:

The screenshot shows the 'My Portal' interface for 'etq1'. At the top, there is a navigation bar with the 'etq1' logo, a dropdown menu, a search icon, and a 'DEVELOPMENT' status indicator. On the right side of the header, there is a 'Welcome to Illumina QMS - EtQ Reliance' message and user profile icons for 'MF'. The main content area is titled 'My Portal' and contains three sections: 'Assignments', 'Favorite Documents', and 'My Views'. The 'Assignments' section is highlighted with a red rounded rectangle and includes a filter menu with options: 'All' (selected), 'Due in a Week', 'Due Today', and 'Past Due'. Below the filter, there is a list of assignment categories: 'Corrective Action (CAPA/SCAR) (5)', 'SCAR (2)', 'Supplier CSA Extension Request (1)', 'Action Item (2)', 'Audits and Surveys (5)', 'Supplier Audit Noncompliance (2)', 'Supplier Quality (8)', and 'Custom Part (8)'. The 'Favorite Documents' and 'My Views' sections both display the message 'You do not have any favorite documents.' and 'You do not have any views.' respectively. At the bottom left, there is a 'Privacy Policy' link, and at the bottom right, there is a copyright notice: 'Copyright © 2020 - 2024. All rights reserved.'

Navigating the System



You have access to the following modules in RCP:

1

Audits and Surveys
Module

2

(SCAR) Corrective
Action Module

3

Supplier Quality
Module

4

Supplier, Channel
Partners and Contacts
(SCC) Module

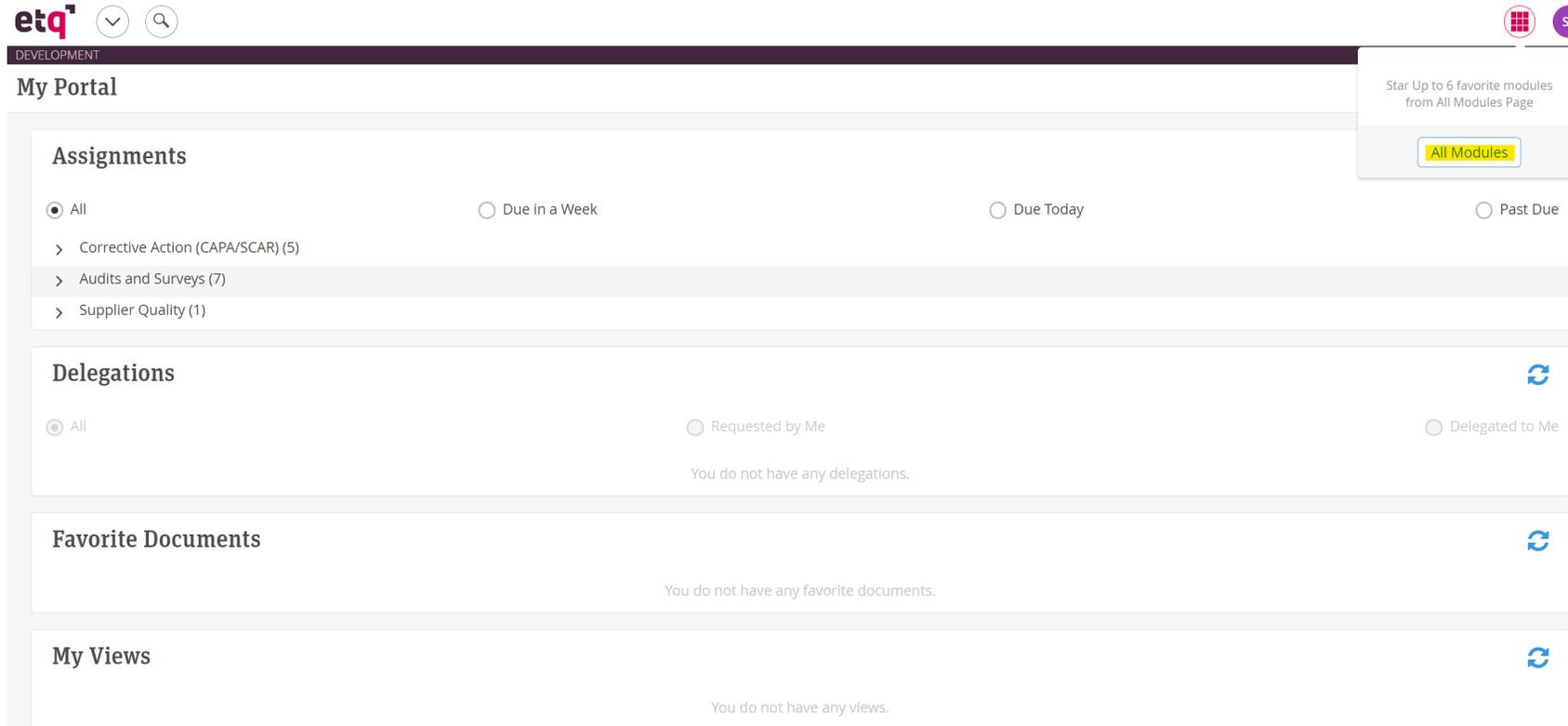
5

Purchased Component
Qualification Module

6

Channel Partner
Qualification Module

3.1 Navigating to All Modules



Upon logging in, the Assignments section shows current records you are assigned to.

Navigate to the waffle menu in the top right corner, and select All Modules.

3.2 Favoriting Modules for quick access

Select the star next to the module name to favorite. Favorited modules will appear in the waffle menu drop down.

The screenshot displays the top navigation bar of the etq system. On the left, the 'etq' logo is followed by a dropdown arrow and a search icon. The environment is identified as 'DEVELOPMENT'. On the right, there is a waffle menu icon and a user profile icon labeled 'SS' with the role 'Development' below it. Below the navigation bar, the 'All Modules' section is visible. A tooltip 'Mark as favorite' is positioned over the star icon of the 'Corrective Action (CAPA/SCAR)' module. A text instruction reads: 'Select stars to favorite up to (6) modules. Your favorite modules will appear in the waffle menu drop down in the upper right so that you can access your favorite modules any time.' The modules shown are: 'Audits and Surveys' (with an info icon and a blue star), 'Corrective Action (CAPA/SCAR)' (with an info icon and a white star), 'Supplier Quality' (with an info icon and a white star), and 'Suppliers, Materials and Chemicals' (with an info icon and a white star).

3.3 Navigating a module landing page

The screenshot shows the 'Audits and Surveys' module landing page. The main content area is titled 'My Assignments' and contains a table with the following data:

Type	Phase	Number	Due Date ↑
Supplier Audits - Supplier Audits	Supplier Approval	S-02033	Jan 15, 2021
Supplier Audit Noncompliance - Supplier Audit Noncompliance	Response	SAN-02023	Jan 15, 2021
Supplier Audit Noncompliance - Supplier Audit Noncompliance	Response	SAN-02024	Jan 15, 2021
Supplier Audit Noncompliance - Supplier Audit Noncompliance	Implement	SAN-02010	Jan 27, 2021
Supplier Audits - Supplier Audits	Supplier Approval	S-02056	Feb 23, 2021
Supplier Audits - Supplier Audits	Supplier Approval	S-02069	Mar 5, 2021
Supplier Audit Noncompliance - Supplier Audit Noncompliance	Response	SAN-02032	Mar 13, 2021

My Assignments section displays the documents that are assigned to you within that module.

3.4 Navigating a module landing page

etq DEVELOPMENT Audits and Surveys

+ New Document Reload

1. Supplier Audit\1. Open\by Number

Advanced Filter Reset Expand Rows

Actions on (0) selected documents Export view to

	Audit Number	Audit Name	Audit Category	Assigned	Lead Auditor	Current Phase	Due Date
<input type="checkbox"/>	S-02004	Test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Dec 18, 2020
<input type="checkbox"/>	S-02007	test	Supplier	Illumina Representative	MFTest	Conduct	Dec 31, 2020
<input type="checkbox"/>	S-02008	test	Supplier	Illumina Representative	MFTest	Quality Approval	Jan 14, 2021
<input type="checkbox"/>	S-02010	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Jan 30, 2021
<input type="checkbox"/>	S-02014	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Quality Approval	Jan 22, 2021
<input type="checkbox"/>	S-02016	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Jan 15, 2021
<input type="checkbox"/>	S-02017	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Conduct	Jan 15, 2021
<input type="checkbox"/>	S-02018	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Initiate	Mar 26, 2021
<input type="checkbox"/>	S-02019	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Conduct	Jan 21, 2021
<input type="checkbox"/>	S-02021	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Conduct	Jan 15, 2021
<input type="checkbox"/>	S-02022	Test	Supplier	Illumina Representative	Fedoseyeva, Maria	Initiate	Jan 15, 2021
<input type="checkbox"/>	S-02032	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Jan 16, 2021
<input type="checkbox"/>	S-02033	test	Supplier	Sabine Sabine	Fedoseyeva, Maria	Supplier	Jan 15, 2021
<input type="checkbox"/>	S-02037	test	Supplier	Illumina Representative	Fedoseyeva, Maria	Issue Audit Findings	Jan 30, 2021
<input type="checkbox"/>	S-02039	tewst	Supplier	Illumina Representative	Fedoseyeva, Maria	Conduct	Feb 1, 2021

Navigate the folder structure to view specific sets of documents.

You can order column data in ascending/descending order by clicking on the header.

- Reload: Refreshes the data.
- Advanced Filter: Define filter criteria, ability to save filter.
- Reset: Removes applied filters or searches.
- Expand Rows: Widens rows as needed. You can also manually resize columns by dragging the grey dividing lines in the header
- Export view: Ability to export data in the view to PDF or Excel.

3.5 Navigating the document: General Information

The screenshot displays the etq system interface for a document titled "Supplier Audits # S-02032". At the top, there is a navigation bar with the etq logo and a search icon. Below this, a breadcrumb trail shows "Supplier Audits # S-02032". The main content area features a workflow progress bar with stages: Initiate, Conduct, Quality Approval, Supplier Acknowledgement (highlighted in yellow with a red "16 JAN" badge), Complete, and Void. A tooltip for "Assigned List" is visible over the "Supplier Acknowledgement" phase, showing "Illumina Representative". To the right of the progress bar are buttons for "Close", "Save", "Save & Close", and "Send". Below the progress bar, there is a "Comments" button and a "Close Workflow" button. On the left side, there is a navigation menu with sections: "Initiate" (Audit Information, Supplier Information, Related Suppliers, Supplier Participants), "Supplier Conduct", "Access Control", and "Show All". The main content area is divided into sections: "Audit Information" (Audit Number: S-02032, Audit Name: test, Audit Category: Supplier, Audit Method: On-Site, Audit Type: Qualification, Location(s): —, Audit Start Date: Jan 14, 2021, Audit End Date: Jan 23, 2021, Lead Auditor: Fedoseyeva, Maria, Audit Team: —, Audit Attachments: 0 File(s), No Files) and "Supplier Information" (0 Selected, 1-1 of 1, Oldest to newest, Collapse All).

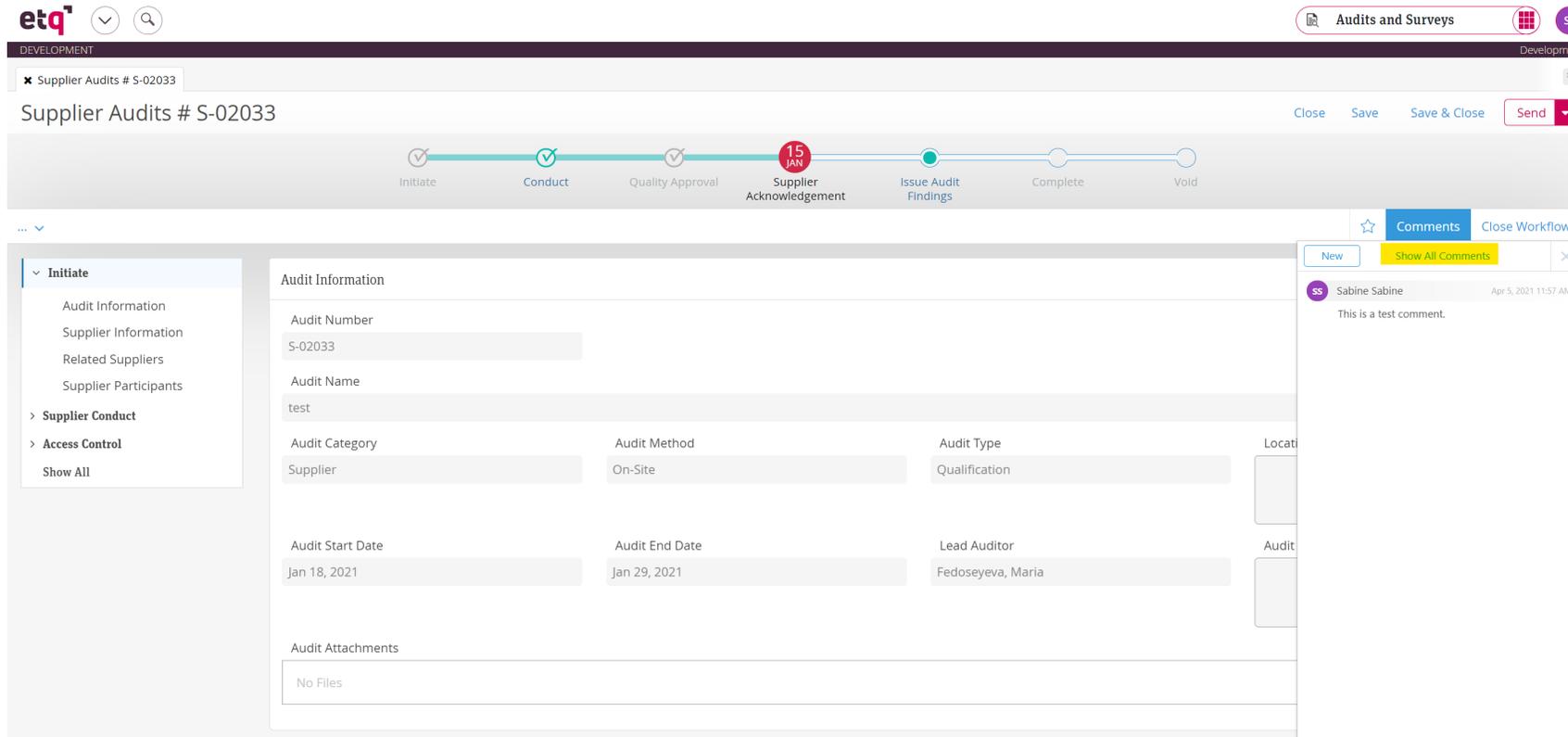
Clicking on the phase in the workflow will display the assigned user.

The color of the phase indicates the status:

- **Blue:** Due date is in the future.
- **Yellow:** Due date is today.
- **Red:** Due date is in the past.

You can close the workflow panel for more room on your screen.

3.6 Navigating the document: Comments Log



In the Comments log, you can communicate with your other team members.

To view comments made during phase routes to/from Illumina representatives, select 'Show All Comments' for a full log.

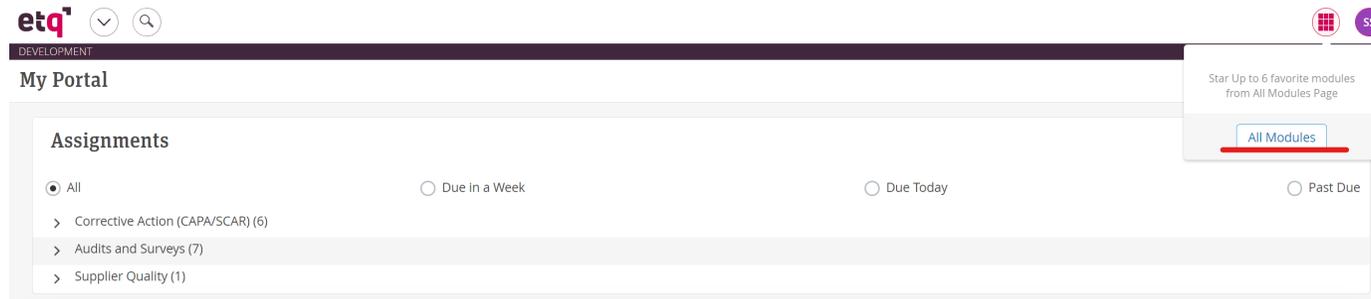
Comments made during phase routing are also included in the system notification emails.

Managing your contacts

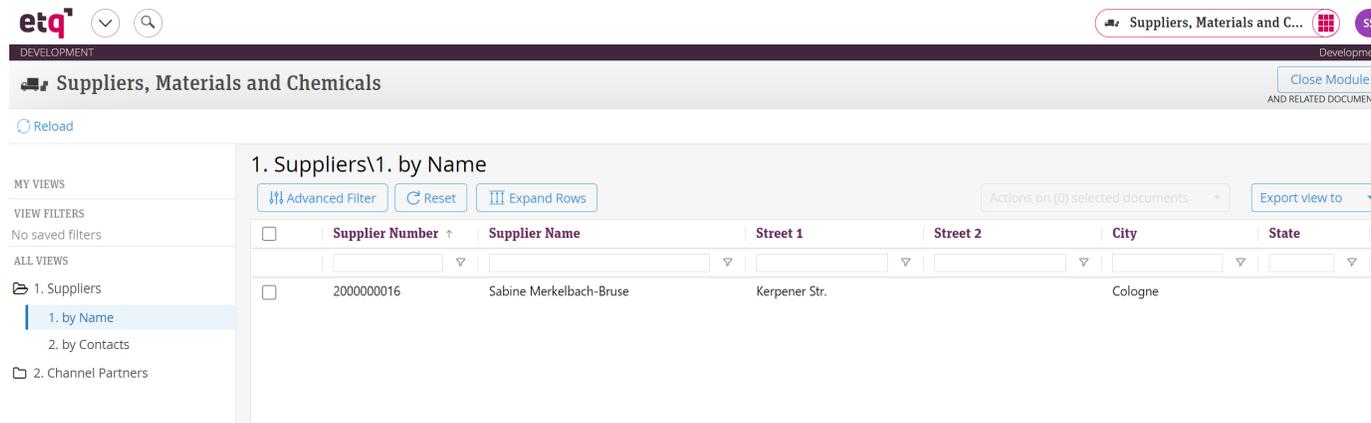


4.1 Creating additional contact profiles

1. Navigate to the Suppliers, Channel Partners and Contacts (SCC) Module: Click on the Waffle Menu, select All Modules, and locate the SCC module.



2. Navigate to All Views > Suppliers > by Name. This displays all of the supplier profiles for which you are a contact to. Select the supplier profile.



2.1 Creating a contact profile in Reliance

3. Select the blue 'Add Contact' button and enter the contact information in the section below. The **email you enter will become the new contact's login username** (underlined below in blue).
4. Once all information is correct, click the 'Save' button in the top right corner (underlined below in red). The new contact profile is now created and the Welcome to RCP email is sent to the email underlined below in blue.

The screenshot shows the 'etq' interface for editing a 'Supplier Profile # 2000000016'. The 'Information' section contains the following fields:

Supplier Number 2000000016	Supplier Name Sabine Merkelbach-Bruse	Classification <input type="checkbox"/> Inactive <input type="checkbox"/> Channel Partner
Phone	Email sabine.merkelbach-bruse@uk-koeln.de	Street 1 Kerpener Str.
City Cologne	State	Street 2
Region	Zip 50937	Country DE

The 'Contacts' section features an 'Add Contact' button and a table of existing contacts:

First Name	Middle Initial	Last Name	Email	Inactive
Sabine		Sabine	Sabine@fake.com	<input type="checkbox"/>
Sabine2		Sabine2	<u>Sabine2@fake.com</u>	<input type="checkbox"/>

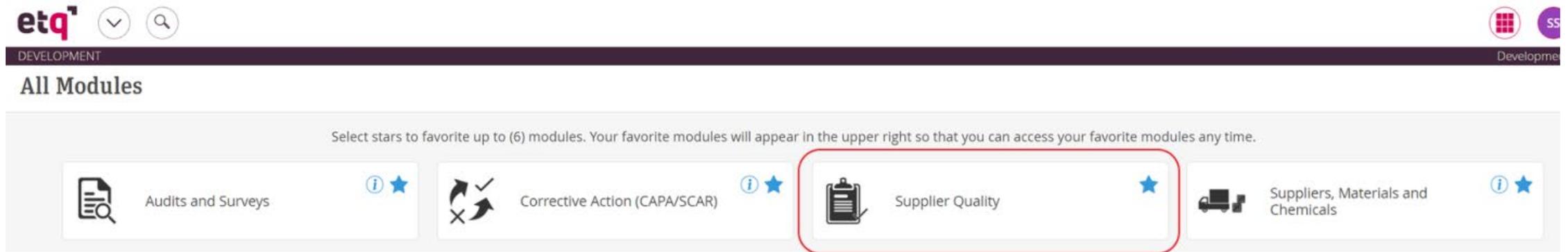
The email 'Sabine2@fake.com' in the second row is underlined in blue. The 'Save' button in the top right corner is underlined in red.

How to submit Supplier Change Notification & Supplier Requested Deviation

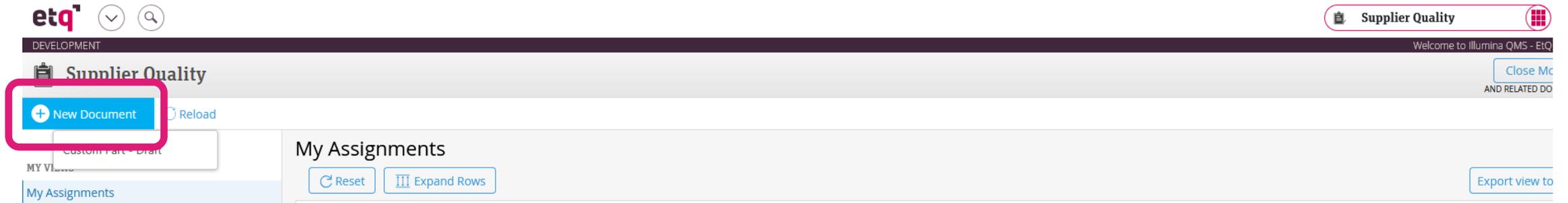


5.1 How to submit Supplier Change Notification

1. Navigate to the Supplier Quality Module: Click on the Waffle Menu, select All Modules, and locate the Supplier Quality module.



2. Select New Document. For SCN, select Custom Part – Draft. For Deviation, select Deviation – Draft.



Have questions or concerns?

Reach out to your Illumina contact directly